

CCMC Committee Meeting
Thursday, August 4, 2022, 10:00 AM

CCMC Committee and CCMC Instructor Meeting
Thursday, August 4, 2022, 11:30+ AM

In person in Berlin, Connecticut and via Gotomeeting.com: Single log-in for both the committee meeting and the instructor meeting. Login details: <https://meet.goto.com/883385733>

Dial in: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 883-385-733

The meeting was called to order at 10:06 am by Chairman John Rainaldi. Attending in person were Denise Talbot, Lisa Madden, David Kluczowski, and Lisa Biagiarelli; Beth Hamel attended virtually.

Denise made a motion to approve the minutes of the June 7, 2022 meeting that had been sent prior to the meeting, and Beth seconded. There was discussion concerning numerous corrections. All were in favor of approving the minutes as corrected. Lisa Madden made a motion to approve the Treasurer's report that had been sent previously, and Denise seconded. There was \$25,938.87 in the account as of June 30, 2022. All were in favor of approving the Treasurer's report.

Lisa Madden reviewed the revenue forecasting reports she prepared and noted that our net revenue year to date was \$1,719. This was slightly lower than forecast and it was suggested perhaps we present another online workshop. There was one request for a refund from the town of Trumbull for an individual who had registered for a CCMC class and subsequently left the town's employ. John made a motion to approve the refund for \$300 and Beth seconded. All were in favor.

John introduced discussion of new business. He checked to see if there was anyone from the public to offer comments; there were none. John noted he had offered the opportunity to comment to an individual whose workshop had been denied but the individual was not in attendance. John moved on to workshop approval requests. First there was a request to approve a one hour workshop presented by Litchfield County state marshal Suzann Corbett on state marshal processes. Beth Hamel made a motion to approve and Lisa Madden seconded. All were in favor. Next was a request for approval of a 45 minute remote workshop on security awareness that had been offered in 2020 by KnowB4. Lisa Madden made a motion to deny approval; Denise seconded the motion. All were in favor of the denial. Finally there was a request for a two hour workshop on Cybersecurity Strategies for Municipalities offered at Fairfield County; this was to be an in person training with the Ridgefield IT Director Andrew Neblett. Beth made a motion to approve; Lisa Madden seconded. All were in favor. Lisa Biagiarelli noted that while she voted in favor of this workshop approval and was pleased to do so she wondered why a similar workshop presented for approval at Northeast Regional was denied. She said she intended to resubmit for reconsideration and would provide the presentation outline.

John moved on to a review of Recertification applications. There were five applications: Laurie Soden (57 hours), Laura Bartlett, William Napoletano (51 hours), Donna Pelletieri (50 hours), and Jo-Anne Ruscak (53 hours). All five applications were in order and complete. Denise made a motion to approve all five applications and David seconded. All were in favor. Lisa Madden noted there were 18 individuals remaining to recertify this year and that we had already approved 30 year to date.

Next, John asked for a discussion of who would audit the fall CCMC classes. It was decided that Lisa Madden would audit Course 1; David would audit Course 2; Denise would audit Course 3; and Lisa Biagiarelli would audit Course 4.

John asked if there was any other old business and the Committee discussed whether classes would be remote or live. It was noted we had increased the Road Show attendance to 40 and that the fall road shows were scheduled for September 13 in Harwinton and October 18 in Hebron. There would also be an online class on Saturday September 10 from 10:30 am – 3 pm with a half hour break for lunch, providing four hours of credit at a cost of \$40 per person. It would be presented by Lisa Biagiarelli on internal controls. Also, David will present a two hour online class on Thursday November 3 from 11 am – 1 pm on the legislative process at the cost of \$20 per person. Both workshops would have a maximum of 50 attendees. Denise made a motion to approve these online offerings and John seconded. The vote to approve was unanimous.

It was noted that with Denise leaving the Committee, Beth would be assuming responsibility for setting up the roadshows for 2023 and beyond. Lisa Biagiarelli has the packet and will bring some copies; it will be updated to reflect the fall 2022 session. It was decided that the Committee would bring only about 5 sets of copies and rely on emailing the packet ahead of time to attendees and telling them to print and bring their own copies. If anyone was unable to print it for whatever reason we would provide a copy.

The Fall 2022 CCMC schedule was discussed. John had asked the instructors to get him preliminary schedules prior to this meeting. The tentative schedule is: Course 4 will be taught by David Kluczewski and Stacey Yarbrough, Thursdays from Sept. 22 – October 27. The first four weeks would have classes from 9:30 am – 2:30 pm with a half hour for lunch; the last two weeks including the exam would be from 9:30 am – 12:30 pm. Course 3 will be taught by Lisa Biagiarelli and Lisa Madden, on Wednesdays from Sept. 7 – November 2, with one or two weeks being skipped due to vacation and the classes would be from 10:30 am – 1:30 pm. Course 2 will be taught by William Donlin, Peter Juzszcynski and David Greaves, Wednesdays from Sept. 21 – November 9 from 10 am – 1 pm. Course 1 will be taught by Launa Goslee, Carla Hamel and Beth Hamel on Tuesdays from 3 – 6 pm from September 13 – November 1. It was undecided whether this class would be held in Berlin or in Torrington. All of the course instructors would be told they would be expected to be in class for each session and that they should be held to the same rules as the students; for example not being late. All instructors are pre-approved by the Committee in advance of the class sessions being held. The pre-course will need to be held around Sept. 6 – 9 in advance of Course 1. Beth should be part of the pre-course instruction team which will also include Ana LeGassey and David Greaves. Denise made a motion to approve all of the Fall 2022 CCMC instructors as discussed; Lisa Madden seconded and all were in favor.

At 11:19 am Lisa Madden made a motion to adjourn the Committee meeting; John seconded and all were in favor.

Respectfully submitted by Lisa Biagiarelli, Secretary

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The meeting was called to order at 11:36 am by CCMC Committee Chairman John Rainaldi. Attending in person from the CCMC Committee as noted prior were Denise Talbot, Lisa Madden, David Kluczowski and Lisa Biagiarelli; Beth Hamel attended virtually. Instructors present included Ana LeGassey, Carla Hamel, Stacey Yarbrough, Peter Juzczynski, and David Greaves.

John introduced discussion of new business including the Fall 2022 CCMC courses. He said he wanted to review the instructors, course schedules, and course documents (and links) for Courses 1, 2, 3 and 4, and the precourse. He said he wanted also to review the curriculum of each of the courses so as to eliminate redundancies and potentially include new material. He noted that the instructors had all been approved by the Committee at the meeting that morning, and that the auditors for the classes had been set. It was determined the precourse would be held in Berlin on Thursday September 1 from 9:30 am – 3 pm and that the cost would be set at \$100 per person. Ana, Beth and David would teach the precourse. John reviewed the dates and schedules for courses 1-4. Launa and Carla said they have a separate gmail account for course 1; Lisa Madden said each of the courses has its own gmail. Each teacher and course would go through their material and use google docs.

Launa and Peter were looking for ways to make Course 1 and Course 2 work better with no redundancies. The tax collectors report, office security, the audit and document retention did not need to be covered in both courses. Lisa Biagiarelli said there was some material she would remove from Course 3 because it was being covered in Course 4 and Lisa Madden said there was some material she wanted to add to Course 3. It was also agreed that re-certification should be added to Course 4. John said the goal was to make the curriculum “crisper” over time by removing redundancies.

Lisa Madden asked if she could get some short answer questions from each of the course instructors to be considered for inclusion on the comprehensive final exam. It was noted that OPM had advised we should not be emailing exam questions because the content might be subject to Freedom of Information requests. It was suggested we could discuss this in person at the Aquaturf meeting John said he thought that exam scores were getting lower both in the classes and on the comprehensive final. The final now has problems, true and false, matching, and multiple choice with 50% of the exam being multiple choice. It was suggested that instructors get Lisa Madden their suggested questions by the end of September.

John next moved to discuss the spring 2022 course evaluations. He said the consensus was that the evaluations were harsh. He feels that the evaluations should be given to the attendees in advance of the final examination in each class; he said Martin Heft at OPM has recommended doing it this way. John also feels if a student feels the exam was harder than they were expecting they might be taking it out on the instructor in the evaluation; this is one reason why he feels the evaluations should be completed prior to the administration of the course exams. Launa said she thinks the evaluations should be redone and that some of the questions should be removed; for example asking if the room was hot or cold or if they were satisfied about the time of day the class was offered. Lisa Biagiarelli said she would revise the form. It was agreed we all should be using the same evaluation. Stacey said the

evaluation should be no more than one page and include “what did you like the most” and “what do you think needs improvement.”

John introduced discussion of old business. Carla brought up the issue of retakes of course exams. Course 1 had four students fail and three of the students did retakes. It was suggested we set one day for retakes as this time there were three separate retakes that were scheduled. If we have one universal retake day there can be two instructors administering whatever exams need to be given and it would be easier for everybody. It was agreed we would set Wednesday November 16 as the day for any retakes. This will be held at 10:30 am in Berlin.

It was noted that the comprehensive written final is being held December 1 and that applications for the final exam are due by November 10. John noted to the instructors that the Committee wanted to make them all aware of our expectations that they be on time for class; not to arrive late or leave early; and that a maximum of two classes could be missed. The Committee had received complaints about one class where this had been an issue and wanted to make our expectations clear.

There was no other business and at 2:25 pm Lisa Madden made a motion to adjourn the meeting. John seconded. All were in favor.

Respectfully submitted by Lisa Biagiarelli, Secretary